



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LIBRARY SERVICE SPECIALIST
Posting Number	PN# 102708
Department	Library Department
Division	Central Services
Section	Children's Room*
Reporting Location	500 McKinney*
Workdays & Hours	Rotating Schedule*
*Subject to change	

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides reference service and information to customers in person, by phone, and by electronic means, specializing in service to children. Furnishes information on library services, activities, facilities, and policies. Instructs customers in use of the library's catalog, Internet, and online resources. Assists with collection management. Prepares and presents programs for children. Responsible for ordering and maintaining supplies for all activities. Performs other duties essential to efficient operation of the library. Requires evening and weekend (Saturday and Sunday) shift work.

WORKING CONDITIONS

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Library Science or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

None

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Customer/Public service experience strongly preferred. Current computer skills including Microsoft Windows (Word, Excel, Access) strongly preferred. Fluency in Spanish is a plus.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13
\$824 - \$1105 Biweekly \$21,424 - \$28,730 Annually

OPENING DATE

February 2, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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